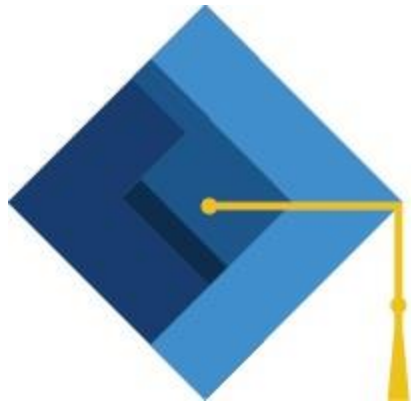


# TEST PROCTOR TRAINING

2016 – 2017

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OKLAHOMA STATE DEPARTMENT OF  
**EDUCATION**  
— CHAMPION EXCELLENCE —

# Test Proctor Training

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# Test Proctor Requirements

- All Oklahoma School Testing Program (OSTP) test administration sessions shall be monitored by an adult other than the Test Administrator.
- This adult:
  - must be 18 years or older and not a student in the district;
  - must be approved by the building principal;
  - can be a member of the faculty or community; and
  - does not have to possess an Oklahoma Teaching Certificate.
- This adult may not be:
  - a student at that school, even if that student has already turned 18;
  - a relative or significant other of the Test Administrator; or
  - a parent or relative of a student in the session being proctored.

# Test Proctor Responsibilities

## Before Testing

- Sign-in and attend training provided by the District Test Coordinator or the Building Test Coordinator.
  - Review the procedures and rules for test security and validity before assisting with test sessions.
- Test Proctors may not administer any tests (e.g., small group, individual, make-up, equivalent).
  - Only Test Administrators may administer tests, but Test Proctors must be present.

# Test Proctor Responsibilities

## During Testing

- Test Proctors must remain engaged in the testing process throughout the entire session, monitor students, and observe that all testing procedures and security regulations are maintained.
- Test Proctors and Test Administrators must not visit during the test sessions.
- Test Proctors' and Test Administrators' cell phones must be set in a silent mode or turned off, and only used for an emergency.

# Test Proctor Responsibilities

## During Testing

- The Test Proctor may assist only with duties that include the following:
  - Distributing and retrieving test materials.
  - Achieving accuracy in coding of student, class, building, and district information on answer documents.
- The main duties of the Test Proctor are:
  - Helping maintain the security of the test.
  - Ensuring that the assessments have been administered properly.
- Proctors must be present in all testing administrations for the entirety of each session.

# Test Proctor Responsibilities

## During Testing

- The Test Proctor should observe that:
  - Student desks are completely cleared.
    - Nothing taped to or otherwise attached to the desk
    - No books, magazines, papers, etc. on the desks
    - No food or drinks on the desks (students may have water bottles, but these must be placed on the floor)
  - Only the test book, answer document, pencil, scratch paper, and/or unmarked grid paper should be on the desks.
  - Some students on an IEP, 504 Plan, or receiving an ELL accommodation may have approved assistive devices during testing.
    - Check with the Test Administrator or Building Test Coordinator if you have any questions or concerns regarding the testing site.

# Test Proctor Responsibilities

## During Testing

- The Test Proctor should observe that:
  - Students are working and do not have access to any electronic devices, books, or other materials.
  - Directions are read from a script and that the Test Administrator is not veering from the script by giving additional instruction.
  - The Test Administrator is actively monitoring the testing session.
  - The Test Administrator is not giving any help to students.
  - The Test Administrator is monitoring the students and not involved in other activities (e.g., working on the computer, reading, etc.).



# Test Proctors Responsibilities

## After Testing

- Test Proctors may assist the Test Administrator after completion of the test session.
  - A Test Proctor must monitor a Test Administrator while he/she erases stray marks, transcribes responses to scannable documents from any Braille or Large-Print forms, etc.
  - A Test Proctor may help the Test Administrator verify the information from the Classroom Security Sheet matches the test books.
  - A Test Proctor may help gather materials to return to the Building Test Coordinator.

# Test Proctor Responsibilities

## After Testing

- Sign the Test Proctor Test Security Form.
- Sign a Nondisclosure Agreement Form if monitoring a read-aloud or scribing session.
- Test Proctors who observe any deviation from the standardized testing procedures or a breach in test security should **NOT** sign the Test Security Form and should report the observation to the Building Test Coordinator or State Department of Education's Assessment Office.

# Contact Information

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# Office of Assessments

(405) 521-3341 or [Assessments@sde.ok.gov](mailto:Assessments@sde.ok.gov)

Craig Walker – Executive Director of State Assessments

Angela Bilyeu – Assistant Executive Director of State Assessments

Sarah Owens – Mathematics Assessment Specialist

Maria Harris – Science Assessment Specialist

Rebecca Logan – Executive Director of National and  
International Assessments (NAEP)

Molly Brown – Administrative Assistant

Elise Kauffman – Administrative Assistant

Samantha Sheppard – Administrative Assistant

# Test Proctor Quiz

- <https://www.surveymonkey.com/r/TestProctorTraining2016>  
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